



**City of Austin  
Resolution 20120112-058**

**Third Party Agreements**

**Minority-Owned and Women-Owned Business Enterprise  
Procurement Program Requirements  
Guidebook**

**Revised May 2012**

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# 1. Overview

The City of Austin enters into multiple third party agreements, which provide for the design and construction of public improvements or improvements to City real property by a third party rather than through a direct contract between the City and a general contractor. The City desires that Eligible Third Party Agreements comply with the standards and principles of the City’s MBE/WBE Ordinance. The Austin City Council passed a resolution on November 8, 2007 that requires that the language of the Minority-owned and Women-owned Business Enterprise (MBE/WBE) Procurement Program be included as an element of all eligible Third-party Agreements. The Third Party/Private Entity must comply with the standards and principles of the MBE/WBE Procurement Program. Eligible Third-party Agreements include agreements with developer participation, economic development, ground leases, 380 Agreements, and third party agreements negotiated between the City and private entities desiring to develop City-owned property. On January 12, 2012, Austin City Council readopted the resolution to include the following:

- Apply standards and principles to facilities constructed following a City endorsement pursuant to the Major Events Trust Fund statute;
- Recruit employees from the Austin area;
- Apply sanctions to violations of the standards and principles of the MBE/WBE Procurement Program; and,
- Forfeiture of funds received from the City of Austin for failure to comply with contract terms; and,

Third-party Agreements excluded from the resolution requirements include the sale of land with no continuing contractual relationship between the City and the purchaser, interlocal agreements administered by another entity, and privately-funded public improvements incidental to private development. (Resolution – Appendix A)

# 2. MBE/WBE Goals

The Successful Third Party/Private Entity will be required to meet the annual ethnic-specific design and construction goals or demonstrate a good faith effort to meet the goals. The MBE and WBE goals are contained in City Code Chapter 2-9(A) for construction projects and 2-9(B) for professional services contracts. Currently the goals are as follows:

	Professional Services Participation Goals	Construction Participation Goals
African-American-owned Business Enterprises	1.9%	1.7%
Hispanic-owned Business Enterprises	9.0%	9.7%
Asian-American and Native American-owned Business Enterprises	4.9%	2.3%
Women-owned Business Enterprises ( <b>WBE</b> )	15.8%	13.8%

In certain cases, SMBR may set project specific participation goals or subgoals. The City’s Small and Minority Business Resources Department (“**SMBR**”) is available to assist the Third Party/Private Entity in identifying certified minority-owned and women-owned firms to meet the participation goals. SMBR will provide a list of certified firms from which the Third Party/Private Entity can solicit participation in the design and construction of improvements. SMBR is also available to assist the Successful Third Party/Private Entity in scheduling outreach meetings with

MBE and WBE firms prior to the time that the Successful Third Party/Private Entity begins the design and construction phase.

### 3. Identifying Professional Services and Construction Trades

SMBR can provide a list of certified MBE and WBE firms to the Third Party/Private Entity. The City uses the National Institute of Governmental Purchasing (NIGP) Commodity Codes to identify professional services, construction trades, supplies and equipment for all of its purchases. MBE and WBE firms are listed on the City's database, using the NIGP codes. The Third Party/Private Entity has the responsibility of identifying scopes of work required to complete the design and/or construction of a project and obtaining a list of certified MBE/WBE firms. The Third Party/Private Entity may use the trade summary sheets (Professional Services and Building Construction) to identify scopes of work required for the project (Appendix B). The trade summary sheets include NIGP codes along with a description of the code. If you require services, supplies or equipment that is not listed, a representative from SMBR Compliance Division can assist you in identifying the appropriate codes. The availability of certified firms can change from project to project. It is important that you request a current availability list for each project or consult the City's Certified Vendor Directory at [www.austintexas.gov/smbr/](http://www.austintexas.gov/smbr/).

Contact the assigned SMBR Representative for the project or SMBR Compliance Division at (512) 974-7600 for assistance with identifying codes for professional services or construction trades and to provide a list of available certified firms for the project.

### 4. Counting Participation and Certification Designations

#### **Counting Participation**

Only firms that are certified by the City of Austin as MBEs or WBEs may be counted toward meeting the goals established for the project. MBE and WBE firms must also be certified for the scopes of work they are listed to perform. When a MBE/WBE participates in a contract, only the value of the work actually performed by the MBE/WBE toward MBE/WBE goals shall be counted toward the overall goal. If the MBE/WBE firm ceases to be certified during the contract, participation will only be counted for the value of work that was performed while the firm was certified. The Third Party/Private Entity may count the MBE or WBE participation of every level of subcontracting toward the goals (2<sup>nd</sup>/3<sup>rd</sup> tier subcontractors).

Small minority-owned or woman-owned firms that you work with, but are not certified, may be eligible for certification with the City of Austin. Please contact SMBR Certification Division for additional information at (512) 974-7645.

#### **Certification Designations**

Certification applications are reviewed to determine compliance with the Ordinance requirements including, ownership, management and control of the business identified. A qualifying firm is designated as:

**MBE:** A firm certified as a Minority-owned Business Enterprise.

**WBE:** A firm certified as a Woman-owned Business Enterprise.

**M/WB:** A firm certified as a Minority-owned Business Enterprise and as a Woman-owned Business Enterprise.

W/MB: A firm certified as a Woman-owned Business Enterprise and a Minority Business Enterprise.

M/WDB: A firm certified as a Minority-owned Business Enterprise, a Woman-owned Business Enterprise and a Disadvantaged Business Enterprise.

W/MDB: A firm certified as a Woman-owned Business Enterprise, a Minority-owned Business Enterprise and a Disadvantaged Business Enterprise.

The following coding system is then used on the availability list provided to Third Party/Private Entitys to specify the type of certification for each firm.

<b>Gender/Ethnicity Description</b>	<b>Code</b>	<b>Location Description</b>	<b>LCTN Code</b>
Female / Asian-American	FA	Significant Local Business Presence (SLBP)	SL
Male / Asian-American	MA		
Female / African-American	FB	Outside SLBP	TX
Male / African-American	MB		
Female / Hispanic	FH		
Male / Hispanic	MH		
Female / Native American	FN		
Male / Native American	MN		
Female Caucasian	FW		

Participation of firms that are certified as both minority-owned and women-owned (M/WBE or W/MBE) may count toward either the appropriate minority goal or the woman goal, but not both and may not be changed on a single contract once the determination has been made prior to using the certified firm.

***Certification by the City neither warrants the capacity nor guarantees the performance or qualifications of any MBE/WBE firm listed on the availability list or the City's database. The Third Party/Private Entity must evaluate proposed bidders & suppliers qualifications.***

## 5. Good Faith Efforts

Third Party/Private Entitys have a responsibility to make a portion of the work available to MBE/WBE subcontractors so as to facilitate meeting the goals or subgoals. If the Third Party/Private Entity cannot achieve the goals or subgoals, documentation of the Third Party/Private Entity's Good Faith Efforts to achieve the goals or subgoals must be submitted along with the required monthly report submissions. SMBR will review the documentation provided and determine if the Third Party/Private Entity made sufficient Good Faith Efforts. That there may be some additional costs involved in soliciting and using MBEs and WBEs is not a sufficient reason for a Third Party/Private Entity's failure to meet the goals and subgoals, as long as such costs are reasonable. However, a Third Party/Private Entity is not required to accept a higher quote from a subcontractor in order to meet a goal or subgoal. Bid shopping is prohibited.

## **Good Faith Efforts Review**

If goals are not met, SMBR will examine Good Faith Efforts documentation submitted with reports to ensure that the Third Party/Private Entity made Good Faith Efforts to meet the project goals or subgoals. In determining whether the Third Party/Private Entity has made Good Faith Efforts, SMBR will consider, at a minimum, the Third Party/Private Entity's efforts to do the following:

- (A) Solicit certified MBE/WBE subcontractors with a Significant Local Business Presence (SLBP) and request a response from those interested subcontractors who believe they have the capability to perform the work of the contract through at least two reasonable, available, and verifiable means. The Bidder must solicit this interest more than seven (7) business days prior to submission of the Compliance Plan to allow sufficient time for the MBEs or WBEs to respond. (The date bids/proposals are due to the City should not be included in the seven day solicitation criteria.) The Bidder must take appropriate steps to follow up with subcontractors who respond. The Bidder must state a specific and verifiable reason for not contacting each certified Firm with a significant local business presence.
  
- (B) Provide interested MBEs/WBEs with adequate information about the plans, specifications, and requirements of the contract, including addenda, in a timely manner, to assist them in responding and submitting a bid. (A sample letter that can be used to solicit the interest of potential subcontractors is provided for your convenience. (Appendix C))
  
- (C) Negotiate in good faith with interested MBEs/WBEs that have submitted bids/proposals to the Bidder. An MBE/WBE that has submitted a bid to a Bidder but has not been contacted within five (5) business days of submission of the bid may contact SMBR to request a meeting with the Bidder. Evidence of good faith negotiation includes the names, addresses, and telephone numbers of MBEs/WBEs that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and evidence as to why additional agreements could not be reached for MBEs/WBEs to perform the work. Bid shopping is prohibited.
  
- (D) Select portions of the work to be performed by MBEs/WBEs in order to increase the likelihood that the MBE/WBE goals or subgoals will be met. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate MBE/WBE participation, even when the Bidder might otherwise prefer to perform these work items with its own forces.
  
- (E) Publish solicitation notice in a local publication (i.e. newspaper, trade association publication, or via electronic/social media).
  
- (F) Use the services of available community organizations; minority persons/women contractors' groups; local, state, and federal minority persons/women business assistance offices; and other organizations as allowed on a case-by-case basis to provide assistance in the recruitment and placement of MBEs/WBEs.

(G) Seek guidance from SMBR on any questions regarding compliance with this section.

The following factors may also be considered by SMBR in determining compliance through good faith efforts; however, they are not intended to be a mandatory checklist, nor are they intended to be exclusive or exhaustive:

(A) Whether the Bidder made efforts to assist interested MBEs/WBEs in obtaining bonding, lines of credit, or insurance as required by the City or contractor.

(B) Whether the Bidder made efforts to assist interested MBEs/WBEs in obtaining necessary equipment, supplies, materials, or related assistance or services.

The ability or desire of a Third Party/Private Entity to perform the work of a contract with its own organization does not relieve the Bidder of the responsibility to make Good Faith Efforts.

**At a minimum, the following should be submitted to support Good Faith Effort documentation (documentation is not limited to this list):**

- Fax logs, emails, and/or copies of documents sent to firms within the SLBP area.
- Copies of written correspondence to certified firms (include names, addresses, and other identifying information).
- Phone logs with responses (*Phone contacts, alone, will not be sufficient.*).
- Lists and copies of letters sent by mail, hand delivered, or e-mailed.
- Breakdown of negotiations made with certified firms.
- Copies of advertisements with local newspapers, trade associations, Chambers of Commerce and/or any other public media.
- Other communications regarding contacts with trade associations and Chambers of Commerce.

**The following additional Good Faith Efforts factors may also be considered**

- Copies of emails or phone logs regarding assistance in bonding, lines of credit, or insurance (as required by City or Contractor).
- Copies of emails or phone logs regarding assistance in obtaining equipment, supplies, materials, or services.
- Copies of all bids received in response to Bidder contacting other Firms.

## 6. Outreach Program Plan

Prior to starting design or construction of a project and no later than 14 business days after the initial agreement is signed between the City and the Third Party/Private Entity, the Third Party/Private Entity must submit an Outreach Program Plan to SMBR for review and approval. The plan must address the following items:

- Networking events to inform minority and women community organizations and MBE/WBE firms of the projects.
- Detail how the project will be procured (i.e. number of packages that will be created or number of phases the projects will be broken down into) for both design and construction, if applicable.

- Outline plans and specifications distributions to SMBR, minority and women community organizations.
- Identify timelines for events, bid submission deadlines, and pre-bid/site visit meetings.
- Identify public outreach coordinator that will be the point of contact.

The Outreach Program Plan will be reviewed by both SMBR and the managing City Department. Once the plan is approved, the managing City Department will coordinate a meeting between SMBR and the Developer/Contractor to review plan and summarize the MBE/WBE Procurement Program requirements. A SMBR representative will be assigned to the project and will be the point of contact for questions, providing MBE/WBE availability lists, reviewing good faith efforts/summary/report submissions, assisting/attending with networking events, and pre-bid meetings.

## 7. Reporting Requirements

The Third Party/Private Entity will be required to provide monthly reports, on progress toward meeting the MBE and WBE participation goals (Reports – Appendix D). Reports will be due on the 10<sup>th</sup> of the every month. Along with the reports, the Third Party/Private Entity will be required to submit a monthly Activity Summary. If goals have not been met, good faith efforts for any activities performed for the reporting month should be attached with the summary. Reports can be emailed or faxed to the SMBR representative assigned to the project. The Third Party/Private Entity may be asked to report and appear before the City’s MBE/WBE and Small Business Advisory Committee, the MBE/WBE and Small Business Council Sub-committee and/or Austin City Council regarding MBE and WBE participation, when feasible. City Staff will provide the Third Party/Private Entity at least one (1) month notice if reporting requests are made by Austin City Council or Committees. Electronic versions of the required reports can also be found at [www.austintexas.gov/SMBR](http://www.austintexas.gov/SMBR).

## 8. SMBR Resources

A SMBR Representative will be assigned to monitor and provide assistance throughout the duration of the project. The contact information will be provided to the Third Party/Private Entity prior to beginning design or construction of the project. SMBR will assist in the following areas:

- Coordinate networking events
- Provide NIGP Codes (using Third Party/Private Entity description of the work)
- Provide availability list of certified MBE/WBE firms
- Assist with meeting locations
- Assist in defining good faith effort
- Assist in developing strategies to increase participation

In the event additional services are needed, SMBR is divided into three separate divisions: Certification, Compliance, and Resource Services.

**The Certification** division verifies that the Minority, Women and/or Disadvantaged Owned Business Enterprise applicant owns, manages, and controls the day-to-day operations of the business. By reviewing completed applications and performing site audits, the division ensures that a business owner meets the qualifications of the MBE/WBE and DBE Procurement Program.

The **Compliance** division is responsible for reviewing, monitoring and tracking MBE/WBE participation on City procurements through Pre-Award and Post-Award phases of a project. At Pre-Award, the Compliance team reviews solicitations, sets project goals, collaborates with Project



Managers to help identify scopes of work on projects, and verifies Compliance Plan information submitted by Bidders/Third Party/Private Entitys. At Post-Award, the Compliance team monitors and assesses compliance by conducting site audits, reviewing payment requests, facilitating performance/payment issues, and determining final compliance with the Program.

The **Resource Services** division provides information and assistance to the minority business community.

- SMBR's Plan Room provides free electronic access to the McGraw-Hill Dodge system of drawings and construction specifications for projects in 100 counties in south and central Texas. The Plan Room also has hard copy plans and specifications from local, private, and public sector jobs that can be viewed onsite or copied for a minimal fee.
- Outreach facilitates departmental communications regarding services, key initiatives, special notices; and hosts monthly workshops on topics of interest to the minority business community. Past workshop titles include: Certification 101, Meet the Prime, IT Opportunities, Big Projects with Opportunities. SMBR collaborates with local trade associations including Asian Contractors Association, Austin Area Black Contractors Association, Community Mentor Protégé Initiative, US Hispanic Contractors Association and other community organizations to increase awareness of our program and other available resources.
- In order to help our vendors overcome the challenges that can be associated with bonding, SMBR has a Bonding Financial Consultant on staff. The Bonding Consultant meets one-on-one with business owners to educate and assist them with their bonding needs.

## 9. Compliance with the MBE/WBE Procurement Program

As described in the amended Third Party Resolution 20120112-058, the obligation to comply with the standards and principles of the City's MBE/WBE Ordinance and Supplier Diversity Commitment shall be material terms of the contract. Failure to comply with the standards and principles of the MBE/WBE Procurement Program shall be treated as a breach of the contract and may be subject to the following:

- Sanctions under the MBE/WBE Ordinance;
- Forfeit the City's financial investment for the applicable compliance period as defined in the agreement; or
- Promptly return all monies or reimburse the City for any waiver or taxes or fees received from the City with interest.

## 10. Anti-Lobbying Ordinance 20071206-045

Under the terms of the Anti-Lobbying Ordinance, there is a "no-contact" period from the date the City issues a solicitation until the contract is executed. During the "no-contact" period, the potential respondents and their subcontractors can speak only to the authorized person listed in the solicitation regarding the terms of the solicitation. The ordinance allows certain exceptions, for example, the respondent may speak to SMBR regarding the MBE/WBE requirements. The full language of the ordinance can be found at [www.austintexas.gov](http://www.austintexas.gov).

# ATTACHMENTS

Third Party Resolution

20120112-058

**RESOLUTION NO. 20120112-058**

The City Council repeals and replaces Resolution No. 20071108-127 with the following:

**WHEREAS**, each year, the City of Austin enters into multiple third-party agreements, which provide for the construction of public improvements or improvements to City real property by a third party rather than through a direct contract between the City and a general contractor; and

**WHEREAS**, the City may enter into agreements with private entities requesting City investment for private improvements to private land; and

**WHEREAS**, such third-party agreements include developer participation agreements, economic development agreements under Chapter 380 of the Texas Local Government Code (“Chapter 380 Agreements”), ground lease agreements, all third-party agreements negotiated between the City and private entities desiring to develop City-owned property; and any agreements pertaining to facilities constructed by private entities in conjunction with reliance on the City’s endorsement pursuant to the Texas Major Events Trust Fund Act (“Eligible Third-party Agreements”); and

**WHEREAS**, the City values ensuring certified minority-owned and women-owned businesses are provided an equal opportunity to participate as

suppliers of material and services on projects resulting from Eligible Third-party Agreements;

**WHEREAS**, the City desires that the City's Eligible Third-party Agreements comply with the standards and principles of Chapters 2-9A through 2-9D of the City Code regarding minority-owned and women-owned business enterprises (the "City's M/WBE Ordinance");

**WHEREAS**, the City desires that the City's Eligible Third-party Agreements require efforts be made to provide minority-owned, women-owned, and local small businesses an equal opportunity to participate as suppliers of material and services for the subject project;

**WHEREAS**, the City desires to redress the unemployment and under-employment in the Austin area by expecting efforts be made to recruit local candidates for employment at the subject project;

**WHEREAS**, the City desires such efforts will increase the availability of new full-time jobs for local residents; **NOW, THEREFORE,**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AUSTIN:**

1. It is the policy of the City that Eligible Third Party Agreements comply with the standards and principles of the City's M/WBE Ordinance.

2. Eligible Third-party Agreements are to contain contract terms requiring the third party or private entity entering into the contract (the "Third Party") to comply with the standards and principles of the City's M/WBE Ordinance.
3. Consistent with the standards and principles of the M/WBE Ordinance, Eligible Third-party Agreements will include the establishment of ethnic specific M/WBE utilization goals, and a requirement that contractors and consultants on the subject project either meet the ethnic specific M/WBE utilization goals or demonstrate a good faith effort to meet the goals with respect to any design or construction projects including, but not limited to, construction of any leasehold improvements for the subject project. In the event the subject project is assisted by the City's financial investment (either the payment of dollars or waiver of taxes or fees), the goals shall be applied to the value of the entire subject project (as that term is defined in the agreement)—not limited to the value of financial investment provided by the City. In the event the Third Party enters into a build-to-suit lease or turn-key tenant improvement lease for the subject project, it is the Third Party's responsibility to

ensure the landlord complies with this provision for all construction and design relating to the Third Party's move-in.

4. When the Eligible Third-party Agreement is a developer participation agreement, the obligations of the City and the private entity are governed solely by the requirements contained in this paragraph. First, the City shall encourage the private entity to comply with the standards and principles of the M/WBE Ordinance on (a) the design of the water and wastewater infrastructure and related facilities; and (b) the design and construction of the subject project. Second, the City shall inform in writing all applicants for a service extension request that they are encouraged to comply with the standards and principles of the M/WBE Ordinance in the design of the water and wastewater infrastructure and related facilities. Nothing in this resolution modifies the continued applicability of the full M/WBE Ordinance to the procurement and construction of the subject infrastructure resulting from a service extension request under Chapter § 25-9 of the City Code.
5. When a request is made for the extension of electrical facilities, the City's full M/WBE Ordinance shall apply to the procurement, design, and construction of the electrical facilities.

6. When applicable, Eligible Third-party Agreements shall include the requirement of an outreach program designed to solicit participation of minority-owned businesses, women-owned businesses and small businesses.
7. The Third Party shall apprise the City's Department of Small Business and Minority Business Resources ("SMBR") when the Third Party desires assistance from SMBR in its efforts to meet the ethnic specific M/WBE utilization goals. This assistance may include identifying potential scopes of work (including, but not limited to, design, construction, and supply services), providing availability lists, establishing the bid packages available, scheduling and hosting outreach meetings, and otherwise assisting in soliciting bids from M/WBEs.
8. When applicable, the Eligible Third-party Agreement shall include a requirement that the Third Party use commercially reasonable efforts to provide minority-owned, women-owned, and local small businesses an equal opportunity to participate as suppliers of materials and services for the subject project (the "Suppliers Diversity Commitment").



9. The requirement to comply with the standards and principles of the M/WBE Ordinance and the Suppliers Diversity Commitment shall be included in the City's solicitation documents, if any, for the subject project.
10. The obligation to comply with the standards and principles of the City's M/WBE Ordinance and the Suppliers Diversity Commitment shall be material terms of the contract. Failure to comply with the standards and principles of the M/WBE Ordinance and/or the Suppliers Diversity Commitment shall be treated as breach of the contract, which will be subject to breach of contract remedies. The breach of contract remedies shall include the appropriate sanctions provided in the M/WBE Ordinance. Additionally, under Chapter 380 Agreements, if the Third Party (or landlord) fails to comply with the standards and principles of the M/WBE Ordinance, it shall be required to forfeit the City's financial investment (either the payment of dollars or waiver of taxes or fees) for the applicable compliance period as defined in the agreement. In the event the Third Party has received an up-front monetary contribution from the City or a waiver of taxes or fees on the front-end of the compliance period and the Third Party (or landlord) fails to comply with the standards and

principles of the M/WBE Ordinance, it shall be required to promptly return all monies or reimburse the City for any waiver of taxes or fees received from the City with interest.

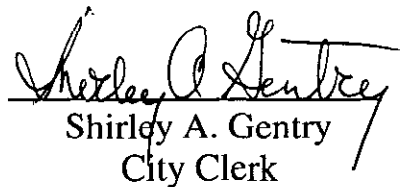
11. The requirement to comply with the standards and principles of the M/WBE Ordinance shall be addressed and negotiated at the earliest stages of negotiation of Eligible Third-party Agreements so as to allow ample opportunity for the standards and principles of the M/WBE Ordinance to be fully incorporated into the agreement and other contract documents.
12. The City employees who negotiate Eligible Third-party Agreements will be trained in the standards and principles of the M/WBE Ordinance in order to carry out the directives of this resolution.
13. Eligible Third-party Agreements will include monthly reporting requirements to allow SMBR to track compliance with the requirements contained herein.
14. Eligible Third-party Agreements shall include the requirement that the Third Party make commercially reasonable efforts to recruit residents of the Austin area for available employment opportunities.
15. SMBR shall report its determinations of compliance or noncompliance with the negotiated standards and principles of the

M/WBE Ordinance to the SMBR Advisory Committee and the MBE/WBE & Small Business Council Subcommittee.

16. Eligible Third Party Agreements do not include (1) agreements for the sale of land in which no continuing contractual relationship will exist between the purchaser and the City, (2) interlocal agreements administered by another governmental entity, and (3) agreements for privately-funded public improvements incidental to private development.
17. Any provisions of this Resolution that are inconsistent with its predecessor, Resolution No. 20071108-127, are inapplicable to Third-party Agreements executed prior to the effective date of this Resolution.

ADOPTED: January 12, 2012

ATTEST:

  
Shirley A. Gentry  
City Clerk

Sample Trade Summary Sheets  
Professional Services  
Building Construction Services

**CITY OF AUSTIN  
DEPARTMENT OF PUBLIC WORKS  
PROFESSIONAL SERVICES PROJECT TRADES SUMMARY**

PROJECT NAME: \_\_\_\_\_ PROJECT NUMBER: \_\_\_\_\_

EST. CONST COST \$ \_\_\_\_\_ EST. PROFESSIONAL SERVICES COST \$ \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

PROJECT MANAGER: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

**ARCHITECTURAL PROFESSIONAL SERVICES**

- \_\_\_ 90602 ACOUSTIC:NOISE ABATEMENT
- \_\_\_ 90607 ARCHITECT SERVICES, PROFESSIONAL
- \_\_\_ 91891 ROOFING CONSULTING SERVICES
- \_\_\_ 90612 BUILDING SANITATION
- \_\_\_ 92531 ELECTRICAL
- \_\_\_ 92567 MECHANICAL
- \_\_\_ 90625 DRAFTING SERVICES, PROFESSIONAL
- \_\_\_ 90630 FIRE PROTECTION
- \_\_\_ 90640 GRAPHIC DESIGN
- \_\_\_ 90646 HIGHWAY; STREETS;AIRPORT PAY-PARKING LOTS
- \_\_\_ 90652 INTERIOR DESIGN, SPACE PLANNING & EXHIB/DISPLACE
- \_\_\_ 90654 IRRIGATION; DRAINAGE; FLOOD CONTROL
- \_\_\_ 90656 LANDSCAPE ARCHITECTURE
- \_\_\_ 90682 SOLID WASTES; DISPOSAL SYSTEMS
- \_\_\_ 90694 WATER & WASTEWATER TREATMENT

- \_\_\_ 96222 CHEMICAL LABORATORY SERVICES
- \_\_\_ 9614810 LAB ANALYSIS & TESTING OF ASBESTOS ABATEMENT SAMPLES
- \_\_\_ 9614850 LAB SERVICES FOR HAZARDOUS WASTE AND ENVIRONMENTAL POLLUTANTS ANALYSIS
- \_\_\_ 96847 INSPECTION SERVICES - CONSTRUCTION
- \_\_\_ 96877 SURVEYING
- \_\_\_ 92018 COMPUTER AIDED DESIGN SERVICES
- \_\_\_ 90620 COMMUNICATIONS SYSTEMS:TV:MICRO: TELEPHONE
- \_\_\_ 92518 COMMUNICATIONS
- \_\_\_ 96178 TRAVEL AGENCY SERVICES
- \_\_\_ 96214 BLUE PRINTING SERVICES
- \_\_\_ 96618 COPYING SERVICES
- \_\_\_ 96224 COURIER/DELIVERY SERVICES
- \_\_\_ 9613074 TEMP. SERVICES, PERSONNEL

**MISCELLANEOUS PROFESSIONAL SERVICES**

- \_\_\_ 90664 PLANNING, URBAN (COMMUNITY, REGIONAL, AREAWIDE, AND STATE)
- \_\_\_ 91898 URBAN PLANNING
- \_\_\_ 92561 LAND DEVELOPMENT AND PLANNING
- \_\_\_ 90666 PLANNING, SITE: (INSTALLATION & PROJECT)
- \_\_\_ 96109 BUILDING PERMIT SERVICES
- \_\_\_ 96121 COST ESTIMATING SERVICES
- \_\_\_ 9126864 SCHEDULING
- \_\_\_ 96123 HYDROLOGICAL SERVICES
- \_\_\_ 96148 LAB AND FIELD TESTING SERVICES
- \_\_\_ 96169 TESTING AND MONITORING SERVICES AIR, GAS AND WATER

**ENGINEERING PROFESSIONAL SERVICES**

- \_\_\_ 92517 CIVIL
- \_\_\_ 92519 CONCRETE
- \_\_\_ 92523 DAM
- \_\_\_ 92528 DRAINAGE
- \_\_\_ 92531 ELECTRICAL
- \_\_\_ 92532 ELECTRONIC
- \_\_\_ 92535 ENVIRONMENTAL
- \_\_\_ 96132 ENVIRONMENTAL IMPACT STUDIES
- \_\_\_ 91843 ENVIRONMENTAL CONSULTING
- \_\_\_ 92542 FOUNDATION
- \_\_\_ 92546 GEOTECHNICAL-SOILS
- \_\_\_ 92553 INDUSTRIAL
- \_\_\_ 92557 INSTRUMENTATION

DATE RECEIVED BY PW-DSMBR \_\_\_\_\_ DATE RECEIVED FROM PURCHASING \_\_\_\_\_

06/27/01

- \_\_\_ 92567 MECHANICAL
- \_\_\_ 92577 POLLUTION CONTROL
- \_\_\_ 92588 STRUCTURAL
- \_\_\_ 92590 MATERIALS TESTING
- \_\_\_ 94159 INSPECTION/EXAMINATION SVCS  
NON-DESTRUCTIVE (ULTRA-SONIC  
TESTING)
- \_\_\_ 92593 TRAFFIC AND TRANSPORTATION
- \_\_\_ 92596 W&WW TREATMENT
- \_\_\_ 92597 WATER SUPPLY

**CONSULTING SERVICES**

- \_\_\_ 91879 MINORITY AND SMALL BUSINESS  
CONSULTING
- \_\_\_ 91826 PUBLIC RELATIONS
- \_\_\_ 91895 TELECOMMUNICATIONS CONSULTING
- \_\_\_ 961478 GLOBAL POSITIONING SYS.(GPS)
- \_\_\_ 96460 LAND SURVEYING
- \_\_\_ 92561 LAND DEVELOPMENT
- \_\_\_ 90664 PLANNING, URBAN
- \_\_\_ 91837 ECONOMIC CONSULTING
- \_\_\_ 91849 FINANCE/ECONOMIC CONSULTING

**ADDITIONAL ITEMS**

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**CITY OF AUSTIN**  
**BUILDING PROJECT TRADES SUMMARY**  
**NOTE: Codes starting with "9" are service codes, all others are suppliers.**

PROJECT: \_\_\_\_\_ EST CONST COST \$ \_\_\_\_\_  
 DESCRIPTION: \_\_\_\_\_  
 PROJECT MANAGER: \_\_\_\_\_ PHONE NO: \_\_\_\_\_  
 WORK REQUIRED: \_\_\_\_\_

**DIVISION 1 - GENERAL REQUIREMENTS**

\_\_\_ MANAGEMENT, CONSTRUCTION 91268  
 \_\_\_ ADMIN OF CONTRACTS 90903  
 \_\_\_ COST ESTIMATING 96121  
 \_\_\_ SURVEYING SERVICES 96877  
 \_\_\_ CONSTRUCTION PHOTOGRAPHY 9157297  
 \_\_\_ LAB & FIELD TESTING SERVICES 96148  
 \_\_\_ INSPECTION SERVICES 96847  
 \_\_\_ FENCING, TEMPORARY 33055  
 \_\_\_ BARRICADES-TRAFFIC **96884**  
 \_\_\_ BARRICADES (supply) **5507818**  
 \_\_\_ GARBAGE/TRASH REMOVAL 91027  
 \_\_\_ DUMPSTER SERVICE 97537  
 \_\_\_ LITTER REMOVAL SERVICES 98856  
 \_\_\_ GUARD & SECURITY SERVICE 99046  
 \_\_\_ EROSION/SEDIMENT CONTROL 98814  
 \_\_\_ DUST CONTROL WATERING 96836  
 \_\_\_ PEST CONTROL(OUTDOOR)**91059& 98872**  
 \_\_\_ PROJECT IDENTIFICATION SIGN 80198  
 \_\_\_ BUILDING FABRICATED,RENTAL  
 OR LEASING 97108  
 \_\_\_ TOILETS,PORTABLE,RENT/LEASE**97773**

**DIVISION 2 - SITE WORK**

\_\_\_ SITEWORK 90976  
 \_\_\_ BORING/CORE & DRILLING 96216  
 \_\_\_ DEMOLITION 91240  
 \_\_\_ HAULING-BASE MAT,GRAVEL/SAND**96239**  
 \_\_\_ HAZARDOUS MATL ABATEMENT 96240  
 \_\_\_ ASBESTOS REMOVAL, SERVICE 91038  
 \_\_\_ ASBESTOS ABATEMENT EQUIP 34505  
 \_\_\_ HAULING, ASBESTOS 9623999  
 \_\_\_ DEWATERING 96893  
 \_\_\_ SHORING AND UNDERPINNING 91071  
 \_\_\_ GABIONS, STEEL 57068  
 \_\_\_ EXCAVATING 91244  
 \_\_\_ TRENCH AND BACK FILL **9133919&9688283**  
 \_\_\_ BACK FILL,POROUS GRANULAR 9133917  
 \_\_\_ BACK FILL, SAND 9133918  
 \_\_\_ BASE COURSE, AGGREGATE 9135020  
 \_\_\_ BASE COURSE, BITUMINOUS 9135022  
 \_\_\_ BASE COURSE, PORTLAND CEMENT 9135025  
 \_\_\_ TUNNELING 91355  
 \_\_\_ DRIVING PILES 9131337  
 \_\_\_ CASSONS SHAFTS 9131329  
 \_\_\_ MANHOLES, CONSTRUCTION OF 9136048  
 \_\_\_ MANHOLES,COVERS & PARTS 89030  
 \_\_\_ CONST SEWER & STORM DRAIN 91345  
 \_\_\_ SEWERS,STORM W/FILL 1-3FT 9134565  
 \_\_\_ SEWERS,STORM W/FILL 3-10FT 9134567  
 \_\_\_ PVC PIPE SUPPLIER 95860  
 \_\_\_ SEPTIC SYSTEMS 91068  
 \_\_\_ SEPTIC TANKS & CESSPOOLS 67060  
 \_\_\_ IRRIGATION SYSTEMS 91227  
 \_\_\_ IRRIGATION SYSTEMS,SUPPLIES 67017  
 \_\_\_ FENCES AND GATES 98815  
 \_\_\_ FENCING SUPPLIES 33013  
 \_\_\_ SIDEWALK CONSTRUCTION 91347  
 \_\_\_ SIDEWALK W/RAMP-HANDICAP 9134769  
 \_\_\_ PAVING OF DRIVEWAYS 9134735  
 \_\_\_ PARKING LOT AND ALLEY 91336  
 \_\_\_ CURB AND GUTTER 91319  
 \_\_\_ PAVEMENT MARKINGS 96861 & 9135051  
 \_\_\_ BENCH,PARK(BUS STOP BENCHES)65006  
 \_\_\_ LANDSCAPING 98852

\_\_\_ LAWNS/GRASSES 79020  
 \_\_\_ SOD,GRASS 79050  
 \_\_\_ TOP SOIL & FILL DIRT 79070  
 \_\_\_ SCHRUBS/TREES 59565  
 \_\_\_ TREE AND SHRUB REMOVAL 96888  
 \_\_\_ HYDROMULCHING SERVICE 98838  
 \_\_\_ EROSION CONTROL 98814  
 \_\_\_ TREE AND PLANT PROTECTION 9885299

**DIVISION 3 - CONCRETE**

\_\_\_ CONCRETE SERVICES 91430  
 \_\_\_ READY MIX CONCRETE 75070  
 \_\_\_ CONCRETE FORM TUBES/BOXES  
 (FOR FORMING) 75573  
 \_\_\_ HEADWALLS, CONCRETE 9122345  
 \_\_\_ CAPS,PANELS/PLANKS PRECAST 9131327  
 \_\_\_ PANELS,CONCRETE,PRECAST 2101354  
 \_\_\_ CONCRETE BEAMS,CHANNELS,  
 PRESTRESSED 21016  
 \_\_\_ CONCRETE PILINGS 21025  
 \_\_\_ FOUNDATION,CONCRETE 9688241  
 \_\_\_ CONCRETE, PRECAST 75030  
 \_\_\_ GROUT SEALER 13538  
 \_\_\_ PAVER BLOCK INSTALLATION 91273  
 \_\_\_ PAVING & STEPPING BLOCKS 21055  
 \_\_\_ **RC=REINFORCED CONCRETE**  
 \_\_\_ PIPE CULVERTS,RC 3FT 9133926  
 \_\_\_ PIPE CULVERTS,RC 3-10-FT 9133928  
 \_\_\_ REINFORCING MESH 57077  
 \_\_\_ REINFORCING BARS & RODS 57076  
 \_\_\_ CONCRETE CURING MIXTURES 15016  
 \_\_\_ CONCRETE STRIPPERS AND BRICK  
 DETERGENTS 19225  
 \_\_\_ CONCRETE SAWING 9139671

**DIVISION 4 - MASONRY**

\_\_\_ MASONRY 91455  
 \_\_\_ MASONRY, CONCRETE, STUCCO  
 MAINTENANCE & REPAIR 91051  
 \_\_\_ MORTAR 1351207  
 \_\_\_ STONE, BUILDING 13550  
 \_\_\_ MARBLE, BUILDING 13545  
 \_\_\_ COLORING FOR CEMENT/GROUT 13520  
 \_\_\_ FIREBRICK 13528  
 \_\_\_ STONE PRODUCTS,FABRICATED 13552  
 \_\_\_ TILE,FLOOR/WALL CERAMIC 13564  
 \_\_\_ TILE, QUARRY 13570  
 \_\_\_ SAND, MASON 7507770  
 \_\_\_ SAND, MORTAR 7507772  
 \_\_\_ BRICK FACING 13509  
 \_\_\_ BRICK, COMMON 13508  
 \_\_\_ COATINGS,MASONRY 63009

**DIVISION 5 - METALS**

\_\_\_ METAL WORK 91458  
 \_\_\_ WELDING 91485  
 \_\_\_ **STRUCTURAL STEEL 91479 &9122376**  
 \_\_\_ STRUCTURAL SHAPES,STEEL:ANGLE 57084  
 \_\_\_ CHANNELS,I-BEAMS 57084  
 \_\_\_ FASTENERS, STRUCTURAL 2857840  
 \_\_\_ STEEL SIDING 57079  
 \_\_\_ STEEL STUDS, DRY WALL 57081  
 \_\_\_ STEEL WIRE PANELS 57082  
 \_\_\_ STEEL FABRICATED:BEAMS, GABIONS

\_\_\_ GRATINGS,CUSTOM 57068  
 \_\_\_ STEEL REINFORCING 5707673  
 \_\_\_ STEEL REINFORCING, CONCRETE 5707674  
 \_\_\_ STEEL REINFORCING, MESH 57077  
 \_\_\_ HANDRAILS,PIPE 9122343  
 \_\_\_ HANDRAILS,ALL TYPES 15034  
 \_\_\_ GRATINGS,WALKWAY,FAB STEEL 5706842  
 \_\_\_ ORNAMENTAL METAL 57040

**DIVISION 6 - WOODS AND PLASTICS**

\_\_\_ CARPENTRY 91427  
 \_\_\_ PLASTICS 91465  
 \_\_\_ WOOD 91488  
 \_\_\_ LUMBER,FIR 54020  
 \_\_\_ TIMBER, LANDSCAPE 5404187  
 \_\_\_ SHEATHING,EXT CDX, YEL PINE 5404772  
 \_\_\_ PLYWOOD, ALL KINDS 54062  
 \_\_\_ RAILINGS 54075  
 \_\_\_ SHEETROCK & ACCESSORIES 54081  
 \_\_\_ BOARDS, PLASTER,GYPSUM 5408121  
 \_\_\_ SIDING,PREFINISHED PARTBOARD 54087  
 \_\_\_ MILWORK:COUNTERS,CABINETS 15049  
 \_\_\_ LAMINATES,PLASTIC,GRADE UNIS 6657148  
 \_\_\_ PANELS,WALL SYSTEMS INSTALL 91056  
 \_\_\_ CASEWORK, WOOD 41540  
 \_\_\_ HANDRAILS, ALL TYPES 15034  
 \_\_\_ FIBERGLASS, PLASTIC CASTINGS 66534

**DIVISION 7 - THERMAL AND MOISTURE PROTECTION**

\_\_\_ THERMAL AND MOISTURE  
 PROTECTION 90984  
 \_\_\_ WATERPROOFING SYSTEMS AND  
 REPAIRS 96894  
 \_\_\_ WEATHER STRIPPING,ALL KINDS 15090  
 \_\_\_ WATERPROOFING MEMBRANE  
 AND BASE SHEET 77093  
 \_\_\_ WATERPROOFING MEMBRANE 9402987  
 \_\_\_ INSULATION 91453  
 \_\_\_ INSULATION MATERIAL 28542  
 \_\_\_ INSULATION,FIBERGLASS 7704515  
 \_\_\_ INSULATION,PIPE 0107844  
 \_\_\_ INSULATION,ROOF ALL KINDS 77045  
 \_\_\_ INSULATION,THERMAL BLOCK 0107262  
 \_\_\_ ROOFING 91473  
 \_\_\_ ROOFING SUPPLIES 77072  
 \_\_\_ COATING, ROOF 7702603  
 \_\_\_ TAR, ROOFING 77088  
 \_\_\_ PAPER,ROOFING 77048  
 \_\_\_ CEMENT/MASTICS,ROOFING 77023  
 \_\_\_ SEAL, ROOFING 7702375  
 \_\_\_ ROOFING, ALUMINUM 7705620  
 \_\_\_ ROOFING, ASPHALTIC 7706215  
 \_\_\_ ROOFING, COMPOSITION: ROLLS 77062  
 \_\_\_ ROOFING, CONCRETE TILE 77064  
 \_\_\_ ROOFING, PLASTIC/FIBERGLASS 77068  
 \_\_\_ ROOFING, TIN 77073  
 \_\_\_ AGGREGATE,GRAVEL,MARBLE  
 STONE CHIPS(FOR ROOFS) 77006  
 \_\_\_ DECK BEAMS,PRECAST PRESTRESS  
 CONCRETE 9131334  
 \_\_\_ TRUSSES,ROOF,WOODEN 15086  
 \_\_\_ DECKING, STEEL 57021  
 \_\_\_ SHINGLES,ASPHALT 7707722  
 \_\_\_ SHINGLES,COMPOSITION,ASPHALT77077

**BUILDING PROJECT TRADES SUMMARY continued**

___ SHINGLES,FIBERGLASS	77078	___ FLAG POLES	96237	___ VALVES,BRONZE & COPPER	67069
___ SHINGLES,METAL	77080	___ FLAG POLE, ALL TYPES	35030	___ PUMPS,SEWAGE GRINDING, SUBMERSIBLE	7207340
___ SHINGLES,WOOD	77082	___ BULLETIN BOARDS	78525	___ WATER HEATERS,COMMERCIAL	67091
___ ROOF VENTILATORS, POWER DR	03178	___ SIGNS,ALUMINUM,CAUTION/INFO	8018315	___ BOILER	95322
___ SKYLIGHTS, ALL TYPES	77083	___ SIGNS,ADA	80156	___ BOILERS, HIGH PRESSURE	82008
___ VENTS, ROOF ALUMINUM	7704187	___ SIGNS, MESSAGE CENTERS	93674	___ BOILERS, LOW PRESSURE 82012	
___ FLASHING,EAVE STRIPS,ETC	77041	___ HOUSE/BLDG NUMBERS AND LETTERS, ALL KINDS	45042	___ PLUMBING FIXTURES:LAVATORIES SINK,TOILETS,TUBS	67055
___ FLASHING,PLASTIC	77042	___ LOCKERS,STORAGE(COAT/BAGG)	42553	___ PLUMBING	91468
___ FRAME,ROOF VENT. TRIANGULAR	7704136	___ CABINETS:FIRE EXT,HOSE,RACKS	34008	___ HEATING, VENTILATING, AIR/CON	91450
___ BOXES,UTILITY,GUTTER	1502922	___ CANOPIES,FREE STANDING	15506	___ ROOF VENTILATORS,POWER DR	03178
___ DOWNSPOUTS,GUTTER	1502937	___ SHELVING, METAL	42580	___ INSULATION,FIBERGLAS/BLANKET	0105318
___ HYDRANTS, FIRE & PARTS	34060	___ PARTITIONS, FREE STANDING	42556	___ INSULATION,FOAM	0105740
___ FIRESTOP SYSTEMS, INSTALL	91023	___ PARTITIONS, METAL	15056	___ AIR CONDITIONER,COMMERCIAL	0310301
		___ PARTITIONS, WOOD	15058	___ HEAT PUMPS	03156
		___ BATHROOM ACCESSORIES:FANS, MIRRORS,CABINETS,ETC	67002	___ CHILLER,HEAT EXCHANG&REC	03113

**DIVISION 8 - DOORS AND WINDOWS**

___ DOORS AND WINDOWS	90937
___ DOORS,SWINGING-STEEL	1502474
___ DOORS,FRAMES,JAMBS, STEEL	15025
___ DOORS,METAL,FIREPROOF W/FRA	1502510
___ DOORS,STEEL	1502512
___ DOORS, STORM,STEEL	1502515
___ DOORS,FRAMES/JAMBS,WOOD	15027
___ OVERHEAD DOORS:GARAGE	15055
___ DOORS,OVERHEAD,WOOD	1505585
___ FOLDING DOORS,COMMERCIAL	15030
___ SCREEN DOORS/WINDOWS-ALUM	15072
___ SCREEN DOORS/WINDOWS-STEEL	15074
___ SCREEN DOORS/WINDOWS-WOOD	15078
___ WINDOWS,ALUMINUM	1509288
___ WINDOWS,STEEL	15094
___ WINDOWS,WOOD	15096
___ WEATHER STRIPPING,ALL KINDS	15090
___ GLAZING SERVICE	93432
___ GLAZING COMPOUND	4403039
___ GLASS AND GLAZING	91447
___ GLASS REPLACEMENT	91030
___ GLASS,PLATE	44056 & 4405609
___ PLEXIGLASS GLASS	44058
___ THERMO GLASS (INSULATED)	44073
___ GLASS,WINDOW,CLEAR	4408430
___ WIRE GLASS	44084

**DIVISION 9 - FINISHES**

___ CARPET	91009
___ LATH,METAL	15042
___ LATH,METAL STUD	1504274
___ LATH,WOOD	15044
___ LATH,WOOD,PLASTER	1504459
___ PLASTERING	91464
___ PLASTER	1501255
___ TILE, CARPET	36078
___ TILE, VINYL	36085
___ ACOUSTICAL CEILINGS AND WALL CLEANING,INSTALLATION	91001
___ ACOUSTICAL TILE,ALL TYPES	01005
___ PAINTING	91461
___ WALLPAPERING, MAINTENANCE AND REPAIR	91074
___ WALL & CEILING REPAIR AND MAINT. (INCLUDING DRYWALL)	91075
___ WALLPAPER,PASTE,ETC	63095
___ WALL COVERINGS,FABRIC/PLASTIC	63093
___ FINISHES:FLOORING,WALL/CEILING	90945

**DIVISION 10 - SPECIALTIES**

___ CHALKBOARD, ALUMINUM	7851505
___ CHALKBOARD, WOOD	7851510
___ TOILET PARTITIONS AND DOORS	67066
___ SHOW STALLS,DOORS,TUB ENCL	67062
___ LOUVERS	15046
___ VENTS, FOUNDATION	15088
___ VENTS, ROOF, ALUM	7704187

**DIVISION 11 - EQUIPMENT**

___ LIBRARY SHELVING, METAL	42048
___ LIBRARY SHELVING, WOOD	42052
___ PARKING METER/AREA CONTROL	55038
___ ATHLETIC FIELD MARKERS, GOAL POSTS,BASES,GOALS,ETC	80517

**DIVISION 12 - FURNISHINGS**

___ CASEWORK, METAL	41539
___ CASEWORK, WOOD	41540
___ WINDOW SHADES CLOTH	87080
___ WINDOW SHADES	87090
___ CURTAINS AND DRAPERIES	26520

**DIVISION 13 - SPECIAL CONSTRUCTION**

___ COLD STORAGE VAULTS,COOLERS	74013
___ BUILDING,LARGE,PREFABRICATED OVER 500SF	15510
___ BUILDINGS,PORTABLE,NORMAL	1551258
___ BUILDING,FAB/STORAGE	97108
___ SWIMMING POOL	91233
___ SWIMMING POOLS, EQUIPMENT	65066
___ TENNIS/SPORTS COURT	91235
___ TANK INSTALLATION,DISPOSABLE	96878
___ TANKS,FIBERGLASS	8303239
___ TOWER CONSTRUCTION	94085
___ TOWERS, LIGHT	28583
___ TOWERS, RADIO	256178
___ CONSTRUCTION, W/WW TREATMENT FACILITY	91238

**DIVISION 14 - CONVEYING SYSTEMS**

___ ELEVATOR INSTALLATION	91013
___ CONVEYING SYSTEMS:ELEVATORS, LIFTS, ETC	90934
___ ESCALATOR INSTALLATION	91020
___ ESCALATORS AND PARTS	29535

**DIVISION 15 - MECHANICAL**

___ PIPE,ALUMINUM	65805
___ PIPE,BRASS	65822
___ PIPE,CAST IRON	65828
___ PIPE,CROME	65830
___ PIPE,COPPER	65835
___ PIPE,FIBERGLASS	65841
___ PIPE,DUCTLE IRON	6584640
___ PIPE,PVC	65860
___ PIPE,STAINLES STEEL	65877
___ TUBING,COPPER	6588856
___ TUBING,PLASTIC & PVC	65891
___ TUBING,STEEL	65895
___ VALVES, ALUMINUM	65868

**DIVISION 16 - ELECTRICAL**

___ ELECTRICAL	91438
___ BALLAST, ALL KINDS	28506
___ CONDUIT, PVC SCH 40	2851914
___ CONDUIT, PVC SCH 80	2851915
___ CONDUIT, STEEL	28526
___ BOXES AND PARTS	2852308
___ SWITCH,SAFETY,SINGLE THROW 3 POLE,240V,NEMA4,HD	2856472
___ TRANSFORMER PARTS/ACCESS	2858455
___ LIGHTING FIXTURES,INDOOR	28554
___ LIGHTING FIXTURES,OUTDOOR	28556
___ LAMPS	28550
___ UNDERGROUND CABLES/WIRE	28080
___ CABLES,HIGH VOLTAGE	2805832
___ TELEPHONE(UTILITY,LIGHT)POLE INSTALLATION	96879
___ TELEPHONE CABLES/WIRE	28070
___ GENERATORS	28539

**ADDITIONAL ITEMS**

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Sample Solicitation Letter  
Professional Services  
Construction Services

## LETTER TO POTENTIAL SUBCONSULTANTS

\_\_\_\_\_ is soliciting Minority and Women-Owned Business Enterprise participation for the following City of Austin project. Solicitation documents are available at our office or at One Texas Center, 505 Barton Springs Road, 10<sup>th</sup> Floor, Suite 1045.

Name of Project: \_\_\_\_\_

Project/Solicitation Number: \_\_\_\_\_

Location of Pre-Proposal Conference (if any): \_\_\_\_\_

Response Due Date and Time: \_\_\_\_\_

**This Project Includes the Following Scopes of Work:**


Contact our office for detailed information on the scopes of services to be subcontracted and the relevant terms and conditions of the contract.

Please contact: \_\_\_\_\_ at \_\_\_\_\_ or \_\_\_\_\_  
(Name) (Telephone) (Fax)

All Responses MUST be received by: \_\_\_\_\_

## LETTER TO POTENTIAL SUBCONTRACTORS

\_\_\_\_\_ is soliciting Minority and Women-Owned Business Enterprise participation for the following City of Austin project. Plans are available at the Austin area plan rooms, our office, and the locations listed in the Invitation for Bids.

Name of Project: \_\_\_\_\_

Project/Solicitation Number: \_\_\_\_\_

Location of Pre-bid Conference (if any): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Bid Date and Time: \_\_\_\_\_

### This Project Includes the Following Scopes of Service:

- |   |   |
|---|---|
| <input type="checkbox"/> Asbestos Abatement           | <input type="checkbox"/> HVAC                           |
| <input type="checkbox"/> Carpentry                    | <input type="checkbox"/> Insulation                     |
| <input type="checkbox"/> Carpeting                    | <input type="checkbox"/> Lab and Field Testing Services |
| <input type="checkbox"/> Concrete                     | <input type="checkbox"/> Landscaping                    |
| <input type="checkbox"/> Demolition Services          | <input type="checkbox"/> Masonry                        |
| <input type="checkbox"/> Doors and Frames             | <input type="checkbox"/> Millwork                       |
| <input type="checkbox"/> Drilling                     | <input type="checkbox"/> Painting                       |
| <input type="checkbox"/> Drywall                      | <input type="checkbox"/> Paving and Resurfacing         |
| <input type="checkbox"/> Electrical                   | <input type="checkbox"/> Plumbing                       |
| <input type="checkbox"/> Excavation Services          | <input type="checkbox"/> Roofing                        |
| <input type="checkbox"/> Fabricated Steel             | <input type="checkbox"/> Stone                          |
| <input type="checkbox"/> Flooring                     | <input type="checkbox"/> Tile                           |
| <input type="checkbox"/> Glazing Services             | <input type="checkbox"/> Weather and Waterproofing      |
| <input type="checkbox"/> Hardware                     | <input type="checkbox"/> Welding                        |
| <input type="checkbox"/> Heavy Construction Equipment | <input type="checkbox"/> Windows                        |
| <input type="checkbox"/> Other _____                  | <input type="checkbox"/> Other _____                    |

Contact our office for detailed information on the scopes of work being subcontracted and the relevant terms and conditions of the contract.

Please contact: \_\_\_\_\_ at \_\_\_\_\_ or \_\_\_\_\_  
(Name) (Telephone) (Fax)

All bids MUST be received by: \_\_\_\_\_

Monthly Report Submissions  
MBE/WBE Compliance Activity Summary  
MBE/WBE Monthly Progress Assessment Report

**Third Party Project**  
**MBE/WBE Procurement Program Compliance Activity Summary**

Activities are submitted on a monthly basis along with reports for Small & Minority Business Resources Department Review (SMBR).

<b>Reporting Month</b>	_____	<b>Contract Stage</b>	(Design/Construction)
<b>Project Name</b>	_____		
<b>Project Start Date</b>	_____	<b>Project End Date</b>	_____
<b>Contract Amount</b>	\$ _____	<b>Total Expended</b>	\$ _____

**MONTHLY ACTIVITY FOR REPORTING MONTH**

1) Provide project summary (Stage of Project, Current scope activity, anticipated deadlines, etc.)

2) Did any activities occur for the reporting month?  Yes  No (If yes, please explain)

3) Provide Good Faith Efforts (GFE) performed (If no GFE was performed, please explain why?)

4) Provide outreach activities (Event Description, Date, and Number of Attendees (attach sign in sheets)

5) Was SMBR contacted for assistance? If so, please explain

6) If no MBE/WBE goals have not been reached, please explain why and how you anticipate meeting the goals.

**I certify that the information reported in the summary is true and complete to the best of my knowledge and belief.**

\_\_\_\_\_  
Developer/Contractor Printed Name

\_\_\_\_\_  
Developer/Contractor Signature

\_\_\_\_\_  
Date

### 3rd Party Agreement MBE/WBE Monthly Progress Assessment Report

**Third Party/Private Entity:** \_\_\_\_\_ **Report Date:** \_\_\_\_\_

**Award Date:** \_\_\_\_\_ **Design** \_\_\_\_\_ **Construction** \_\_\_\_\_

**Completion Date:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Total Project Value:** \_\_\_\_\_

**Percent Complete** \_\_\_\_\_

#### Participation Summary

	Goal	Goal Met
African American		
Hispanic		
Asian/Native American		
WBE		

#### List of Subcontractors and Description of Goods and Services

<i>Vendor ID Number</i>	<i>Subcontractor/Suppliers Names</i>	<i>MBE/WBE Certification</i>	<i>Gender Ethnicity</i>	<i>Scope of Work</i>	<i>Total Contract Amount</i>	<i>Total Amount Paid This Month</i>	<i>Total Amount Paid Year to Date</i>

**MBE/WBE Certification Codes**

MBE = Certified Minority Owned Business  
M/WBE = Minority or Women Owned Business  
WBE = Certified Woman Owned Business

**Gender/Ethnicity Codes**

FA = Female/Asian American  
MA = Male/Asian American  
FB = Female/African American  
MB = Male/African American

**Gender/Ethnicity Codes**

FH = Female/Hispanic  
MH = Male/Hispanic  
FN = Female/African American  
MN = Male/African American  
FW = Female/Caucasian